

**PROPOSED AGENDA TEMPLATE FOR COUNCIL MEETINGS WITH A  
CLOSED SESSION BEFORE OR AFTER THE REGULAR MEETING;  
ALSO FOR MEETINGS WITH A STUDY SESSION BEFORE THE  
REGULAR MEETING**

**NOTICE AND AGENDA**

**SUNNYVALE CITY COUNCIL  
TUESDAY, XXXX  
COUNCIL CHAMBERS, 456 WEST OLIVE AVENUE  
SUNNYVALE, CALIFORNIA**

**5: 30 P.M. SPECIAL MEETING, xxxx (specify location\*)**

1. Open Session - Call to Order
2. Roll Call
3. Convene Closed Session in xxxx (venue if different from above\*)  
*The public may provide comments regarding the Closed Session item(s) during open session.*
  - a. xxxx (Closed session item(s) here)
4. Reconvene Open Session (Reporting will be during the regular meeting)
5. Convene Study Session in xxxx (venue if different from above)  
*The public may provide comments regarding the Study Session item(s) at this time.*
  - a. List study session item(s) here xxxx
6. Adjourn special meeting

**7:00 P.M. REGULAR MEETING**

*(Per Council Policy, the City Council will not begin consideration of any agenda item after 11:30 p.m. without a vote. Any item on the agenda which must be continued due to the late hour shall be continued to a date certain. Some of the information provided herein could be subject to change from date of printing of the agenda to the date of the meeting.*

**SALUTE TO THE FLAG**

**ROLL CALL**

**SPECIAL ORDER OF THE DAY**

**SCHEDULED PRESENTATION**

**CLOSED SESSION REPORT**

**PUBLIC ANNOUNCEMENTS** *Speakers are limited to 3 minutes for announcements of community*

Comment:
Comment:
Comment:
Comment:
Comment:
Comment:

events, programs, or recognition.

### **CONSENT CALENDAR**

- 1.A MOTION Approval of Draft Minutes (xxxx)
- 1.B. MOTION Approval of Information/Action Items - Council Directions to Staff

### **Fiscal Items**

- 1.C. MOTION List of Claims and Bills Approved for Payment by the City Manager  
RTC 04- (No.)  
Staff Recommendation: xxxx  
Staff Contact: \*

### **Contracts**

- 1.F. MOTION Title  
RTC 04- Staff Recommendation: xxxx  
Staff Contact: \*

### **Other Items**

- 1.G. MOTION Title  
RTC 04- Staff Recommendation: xxxx  
Staff Contact: \*

### **CITIZENS TO BE HEARD**

*This category is limited to 15 minutes, with a maximum of three minutes per speaker. If you wish to address the Council, please complete a speaker's card and give it to the City Clerk. If your subject is not on the agenda, you will be recognized at this time; but the Brown Act (Open Meeting Law) does not allow action by Council Members. If you wish to speak to a subject listed on the agenda, you will be recognized at the time the item is being considered by Council.*

### **PUBLIC HEARINGS/GENERAL BUSINESS**

2. MOTION Title  
RTC 04- Staff Recommendation: xxxx  
Staff Contact: \*
3. MOTION Title  
RTC 04- Staff Recommendation: xxxx  
Staff Contact: \*

### **NON-AGENDA ITEMS & COMMENTS**

- COUNCIL
- STAFF

\*The answerpoint phone number will be listed

**INFORMATION ONLY ITEMS**

Tentative Council Meeting Agenda Calendar  
RTC 04-xxx,  
Unapproved Minutes of , 2004  
Unapproved Minutes of , 2004  
Unapproved Minutes of , 2004  
Unapproved Minutes of , 2004  
Council Study Session Summary of xxx

**CLOSED SESSION**, xxxx (location of meeting)

*(The public may provide comments regarding the Closed Session item during open session)*

Open Session

4. xxxx (Closed session title here)

Following Closed Session, report out direction or action, if any, in open session.

**ADJOURNMENT**

\*The answerpoint phone number will be listed

**PROPOSED AGENDA TEMPLATE FOR STAND ALONE\* SPECIAL  
COUNCIL MEETINGS (Closed Sessions, Study Sessions, or other  
types)**

**\*not preceding a regular meeting.**

**NOTICE AND AGENDA**

**SUNNYVALE CITY COUNCIL  
DAY, DATE  
XXXX, 456 WEST OLIVE AVENUE  
SUNNYVALE, CALIFORNIA**

**xxxx (time) SPECIAL MEETING (CLOSED SESSION)**

1. Open Session - Call to Order
2. Roll Call
3. Convene Closed Session in xxxx (specify venue if different from above\*)  
*(The public may provide comments regarding the Closed Session item(s) during open session).*
  - a. List closed session item here xxxx
4. Reconvene Open Session and report out action taken, if any
5. Adjournment

**\*\*\*\*\*or\*\*\*\*\***

**xxxx (time) SPECIAL MEETING (STUDY SESSION)**

1. Open Session - Call to Order
2. Roll Call
3. List agenda item here xxxx  
*(The public may provide comments regarding this matter at this time).*
4. Adjournment